Kingsmead School & Sixth Form

Fire Safety Policy

Date policy last reviewed: June 2026

By Trust Board

To be reviewed annually

Last updated: 26/6/2024 new policy created to replace outdated previous version.

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Risk assessments and checklists
4. Preventative measures
5. Measures for disabled people
6. Cooking facilities
7. Fire hazards
8. Procedure in the event of a fire
9. Detection equipment
10. Protection equipment
11. Fire drills
12. Staff training
13. Monitoring and review
14. Emergency Evacuation procedures

Statement of intent

Kingsmead School & Sixth Form is committed to protecting and preserving the health and safety of all our pupils, staff, and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the trust's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the trust's premises can be evacuated quickly.

The board of trustees is responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

As a trust, we acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers, and visitors in the trust from the dangers of fire. The procedures in this policy apply to all staff and pupils of the trust, as well as all visitors, guests, lettings, and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident, or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident, or a false alarm.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting pupils at school with medical conditions.
- DfE (2022) 'Good estate management for schools'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Bomb Threat Policy
- Invacuation, Lockdown and Evacuation Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment
- Fire Safety Training Plan

2. Roles and responsibilities

The board of trustees will:

- Ensure personal and whole-trust familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the trust, including, but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The board of trustees will provide:

- A safe place for all users of the trust's premises, including staff, pupils, and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds, and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training, and instruction, so that all staff can perform their duties in a healthy and safe manner.

- Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
- Adequate funds to ensure the training of the fire safety officer and all other staff.

The headteacher of Kingsmead academy will be responsible for:

- Overseeing the day-to-day development and implementation of safe working practices and conditions for all staff, pupils, and visitors.
- Taking reasonably practicable steps to ensure this policy is implemented by all members of staff within their academy.
- Employing or designating a fire safety officer to be responsible for the day-to-day implementation of this policy.
- Taking steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Working with the fire safety officer to review and update this policy accordingly, every year.
- Identifying risks relating to possible accidents and injuries and making reasonable adjustments and suggestions to prevent them occurring.

The Facilities manager has been designated as the Fire Safety officer:

- The Facilities Manager will **t**ake responsibility for the academy's fire safety matters, in collaboration with the headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the academy's fire detection and protection equipment.
- At least once per half-term, undertake a fire evacuation drill to ensure staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the academy is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions at least once per year, in line with the Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the board of trustees.
- Review and, if necessary, update the Fire Safety Training Plan and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the premises, including the locations of all fire extinguishers, and fire exits.
- In conjunction with Kingsmead medical team will create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal operational hours, or by third party organisations.

- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

All staff within Kingsmead School will:

- Cooperate with their colleagues, the fire safety officer and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils, and visitors.
- Ensure that all staff, pupils, and visitors are applying fire safety regulations and adhering to all rules, routines, and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer and/or the designated health and safety officer.
- Exercise good standards of housekeeping and cleanliness.

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals.

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs, and leave the building by the nearest exit.
- Assemble at the assembly point, which is located in the **North Playground** (Appendix A)
- Do not delay in leaving the building.
- Stay at the assembly point – do not move around the site unless instructed.
- Remain silent at the assembly point.
- Await further instruction.
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the ‘all clear’ signal.

3. Risk assessments and checklists.

The board of trustees, in cooperation with the headteacher, will ensure all fire-related hazards are identified and risk assessments are completed for Kingsmead School & Sixth Form, in accordance with the Department for Communities and Local Government’s ‘Fire safety risk assessment: educational premises’ guidance.

Termly assessments of high-risk areas across the trust, such as kitchens, will be undertaken. **Annual** risk assessments will be conducted for all other lower-risk areas. The fire risk assessments will be reviewed by the fire safety officer at Kingsmead and will be amended after:

- Any structural changes, e.g. alterations to the layout of the trust's premises or refurbishment, have taken place.
- Any change to the use of grounds within the trust which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using trust premises to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

Risk assessments will be used to ensure that the premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff, lettings and visitors.

The trust will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment for Kingsmead School will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place.

Fire safety officers will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

4. Preventative measures

Fire safety officer will inspect the premises fire prevention measures **once per month** to ensure the trust is achieving maximum fire safety.

Fire hazards, such as hot surfaces, naked flames, electrical equipment, and flammable liquids, will be identified by fire safety officers within each academy and measures will be put in place to ensure these risks are mitigated and controlled.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings used across the trust will be fire retardant or will be treated to ensure their safety.

Fire safety officer at each academy will ensure that regular checks are carried out on the following:

- Fire doors.

- Extinguishers
- Fire blankets.
- Facilities for the fire service, including:
    - Dry risers
    - Access for emergency vehicles
    - Emergency switches for installations
    - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes.
- Lightning protection

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The trust recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

Kingsmead School housekeeping rules will include:

- No smoking anywhere within any of the buildings across the trust.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

Provision and maintenance of emergency routes and exits.

As part of Kingsmead school **monthly** fire safety inspection, fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.

- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. ‘fire door keep closed’.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

5. Measures for disabled people

The board of trustees and headteacher will be notified of anyone who may be unable to evacuate the premises unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety officer in their academy.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

Staff within Kingsmead will be taught to modify evacuation routes for people with disabilities as part of their annual training.

Refuge areas are located around buildings within the trust; in the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the nearest refuge area with a member of staff and wait for assistance to evacuate. Visitors, pupils, and staff with disabilities will be informed of the location of the site’s refuge areas on their arrival at the academy.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout the trust’s buildings to ensure those with hearing difficulties are aware should a fire break out.

Refuge area with evacuation chairs are located in the following locations.

- FTT Building FT4 stairwell.
- Asher Building- Art Stairwell 2nd Floor
- Science Block 4th Floor South Staircase

6. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the canteens across the trust, extra measures will be taken to ensure the safety of staff members, pupils, visitors, and contractors within the trust.

The Canteen at Kingsmead will be thoroughly cleaned at the end of each day by Kitchen staff, to ensure potential fire hazards, such as excess grease, are mitigated. Any additional cooking rooms on the trust’s premises, e.g. for food technology lessons, are cleaned after each lesson by the students and food technology technician. The food technology classrooms are cleaned daily by the cleaning team.

An electrical & gas engineer will check all electrical and gas equipment in the canteen on a bi-annual service agreement. The food technology classrooms across the premises are checked annually to ensure their usability and carry out any maintenance.

7. Fire hazards.

Relevant risk assessments will be conducted by the facilities manager and site team to ensure areas for concern are identified and addressed.

Wastepaper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the trust's premises at all times.

Lighters, matches and other sources of ignition are kept in locked store cupboards, away from pupils and can only be accessed after gaining permission from fire safety officers. Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g. regular checks by fire safety officers, to ensure equipment is maintained to a high standard.

8. Procedure in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm within the school premises.

All pupils, volunteers and visitors across Kingsmead will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire assembly points in the North Playground for a register. Lifts will not be used during an emergency evacuation. All members of staff with handheld radios will change to channel 1 for further instructions.

As soon as the fire alarm sounds the facilities team will check the fire alarm panel for the cause of the activation and if safe to do so investigate the cause of the activation and report back to the fire safety officer or headteacher. In the event of a fire the fire brigade will be called by the fire safety officer or headteacher and a member of the facilities team will wait at the school entrance to direct the fire brigade onto the premises

The register will be called for staff and visitors by a member of the admin team, Form teachers will take the registers for the students.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. headteacher or member of the fire brigade.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the designated first aider will administer any first aid required.

Measures such as multiple fire escapes are in place to ensure all staff members, pupils and visitors can escape the premises. Fire exits will be kept clear and are clearly signed.

To ensure fire alarms are heard throughout the trust's buildings, manual call points have been installed on numerous floors and throughout the premises.

The school has a relevant and up-to-date Evacuation Emergency Procedure in place. The Evacuation Procedure will be reviewed by the board of trustees and the headteacher once per year, to ensure it is accurate and relevant. A copy of the Evacuation Emergency Procedure is kept in every classroom. As part of their training, all staff members within the trust will familiarise themselves with their academy's Evacuation Emergency Procedure.

9. Detection equipment

All areas classrooms and offices, across the trust are fitted with a smoke detector. Larger rooms, such as halls, are fitted with heat and smoke detectors. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Fire detection call points and alarm systems at Kingsmead will be tested each week.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

10. Protection equipment

Fire protection equipment will be available and easily accessible around Kingsmead premises.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper, or textiles.
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil.
- Class C: Fires involving gases.
- Class D: Fires involving metals.
- Class E: Fires involving electricity.
- Class F: Fires involving cooking oils, e.g. deep fat fryers.

The trust will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

One fire extinguisher will be placed in each room; the type of fire extinguisher will need to be relevant to the need of the room or area, e.g. water extinguishers in textile and technology workshops. Fire blankets will be available in all kitchens, laboratories, and workshops.

All fire protection equipment will be checked by the Senior site agent across the premises monthly. The trust's budget will be adjusted to ensure the upkeep of fire protection equipment.

The Fire safety officer across the trust will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the trust's budget.

11. Fire drills.

The fire safety officer or headteacher will carry out random fire drills at least once per half-term. All staff members, pupils, visitors, and contractors will be expected to take part in the drill.

Pupils will go to their class's designated assembly point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the form teachers have finished the registers and the headteacher has advised that the alarm can be turned off.

The fire safety officer will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make suggestions based on how the school can ensure the safe and quick evacuation of the premises. Any improvements will be recorded.

12. Staff training

Staff across the trust will undergo mandatory fire safety training after joining the trust. This will be led by fire safety officers and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

Fire safety officers across the trust will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff across the trust at least annually and in accordance with each academy's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

To help ensure staff members across the trust are knowledgeable about fire safety, fire safety officers will communicate regular updates and correspondence.

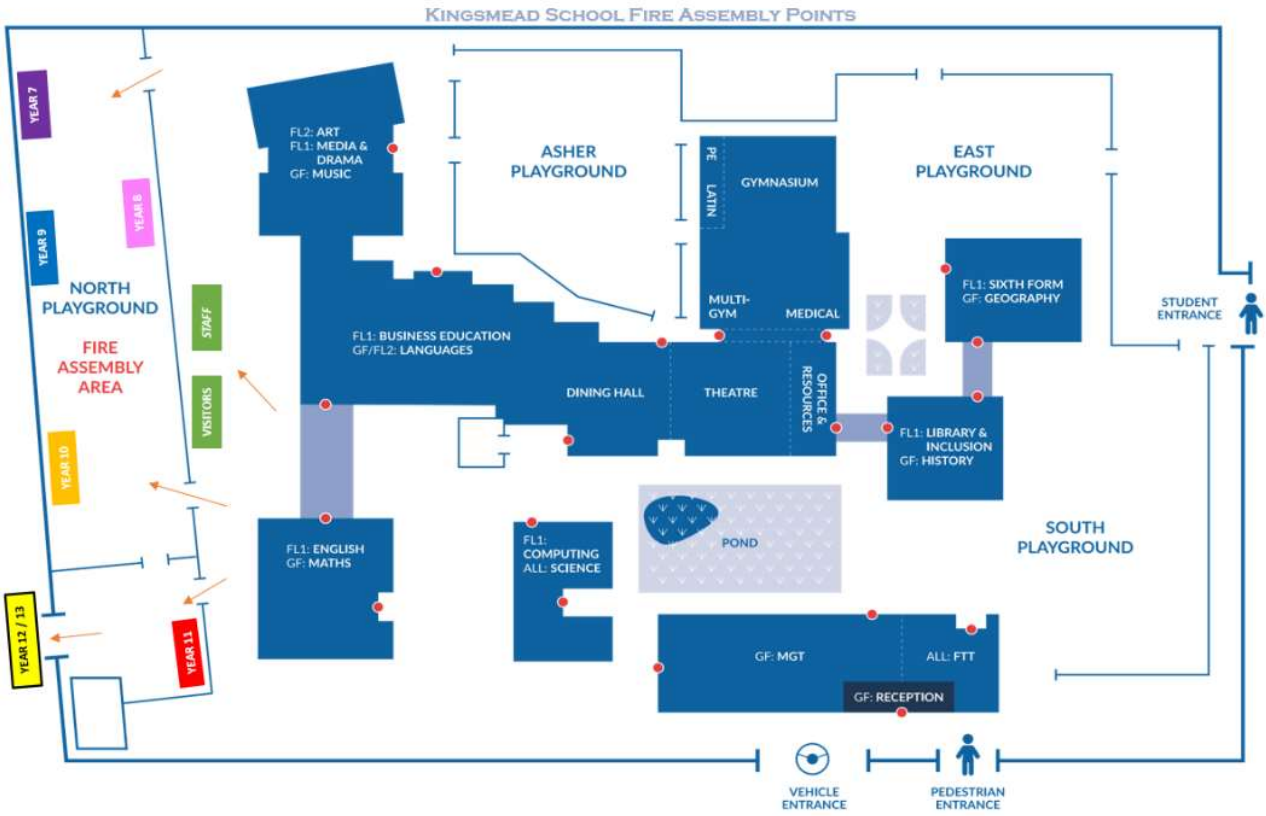
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13. Monitoring and review

This policy will be reviewed annually by the board of trustees, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff across the trust.

The next scheduled review for this policy is……..



14. Emergency Evacuation Procedure

- In the event of a fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm by using the nearest break glass call point.
- The person who triggered the alarm should immediately report the location of the incident to a member of staff whilst evacuating the building.
- The fire alarm is a continuous high-pitched tone or ringing bell.
- On hearing the alarm, you must immediately leave the building and go to the fire assembly points located in the North Playground. for a register.
- Lifts cannot be used during an emergency evacuation.
- All members of staff with handheld radios will change to channel 1 for further instructions.
- The Facilities team will check the fire panel and inform the headteacher the location of the incident. If safe to do so, they will investigate the cause of the incident.
- If necessary, summon the emergency services (Dial 999)
- Staff will supervise the evacuation of pupils/visitors and direct them to the fire assembly points.
- Everyone should exit the building in a calm and orderly manner, you must not run or stop to collect any belongings.
- Students should walk quietly to their designated assembly points and line up in their forms.
- The fire alarms will continue to sound until everyone has been accounted for and the headteacher has given an all-clear signal to turn off the alarm.

- When all registers have been completed the headteacher will signal the return to enter the school buildings.